



我們的團隊 Our Team

截至2020年3月31日，平機會的全職員工數目為99人。平機會致力為員工提供安全、共融和互助的工作環境，以及平等機會，讓員工學習並發揮潛能。

As at 31 March 2020, there were 99 full-time staff members working in the EOC. The Commission is committed to providing staff members with a safe, inclusive and supportive work environment, and equal opportunities to learn and realise their potential.

多重內部溝通平台

為了促進員工溝通，平機會設立了不同平台及途徑，包括討論涉及員工福利事宜的員工諮詢小組；負責在平機會內制定、檢討及推行平等機會政策和措施的平等機會專責小組；內聯網；以及定期向員工發出電郵和定期舉行簡報會。

Multiple Internal Communication Platforms

To facilitate staff communication, a number of platforms and channels were utilised, including: the Staff Consultative Group for addressing matters of interest to staff, the EO Committee for developing, reviewing and implementing equal opportunity policies and practices within the EOC, the Intranet portal, as well as regular staff emails and briefings.

員工培訓與發展

在2019/20年度，平機會為員工安排了多個內部培訓課程及分享會，包括：

- 調查技巧及專業調停技巧培訓工作坊；
- 有關香港歧視案例及《國際勞工公約》的分享會；
- 認識不同殘疾類別的體驗活動；以及
- 關於伊斯蘭婦女的講座。

Staff Training and Development

In 2019/20, a range of training and sharing sessions were lined up for staff members internally. These included:

- Investigation skills and professional conciliation skills training workshops;
- Sharing session on discrimination cases in Hong Kong and the International Labour Organization Convention;
- Experiential session on different forms of disabilities ; and
- Talk on Islamic women.





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為提升員工的專業技能，員工如獲平機會推薦或自發參與由外間機構舉辦且與工作有關的培訓課程，均可獲得全額或部分學費資助。獲資助的培訓課程包括由香港科技大學及非牟利組織Common Purpose分別舉辦的領導才能發展課程。

Staff members were also sponsored on a full or partial reimbursement basis to attend EOC-initiated or self-initiated, job-related training programmes for enhancing their professional skills. Among the sponsored programmes were the leadership development programmes run by The Hong Kong University of Science and Technology and by Common Purpose, which is a not-for-profit organisation.

員工支援與健康

平機會年內繼續外聘顧問為員工提供支援計劃，以協助員工達致工作與生活平衡，並加強精神健康。支援計劃設有24小時熱線，提供免費專業輔導服務及學習資源。

Employee Assistance and Wellness

The EOC continued to engage an external consultant to operate an employee assistance programme for staff members, with a view to helping them achieve work-life balance and better mental health. The programme includes a 24-hour hotline, which provides free professional counselling services and learning resources.

過去一年，平機會為員工安排了一連串健康講座，主題包括人際動力學及心血管疾病。

During the year in review, a range of wellness seminars were arranged for staff members, such as learning about interpersonal dynamics and cardiovascular diseases.

為激勵員工士氣及加強員工在日常工作以外保持聯繫，平機會在2019年12月舉辦了年度員工聚餐。

To foster team spirit and enhance staff communication outside the daily work routines, an annual staff gathering was held in December 2019.





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職業安全與健康

平機會關心員工的職業健康與安全。為確保平機會辦事處的工作環境在遷至黃竹坑後沒有潛在危險，平機會於2019年7月邀請了勞工處的職業安全主任前來辦事處進行巡查，結果並無發現任何違反《職業健康及安全條例》規定的情況。儘管如此，平機會在巡查後繼續自行定期進行內部巡查，並安排有認可評估員資格的員工定期進行電腦顯示屏幕設備評估，以減低潛在職安健風險。

為提升員工對職業健康的認識，平機會在2019年10月舉行有關辦公室僱員職業健康的講座，由勞工處的護理人員主講。

四分一日假期政策

平機會於2020年1月1日推出四分一日假期政策，此政策為全新的家庭友善措施，讓員工可以更靈活放取假期，以便履行家庭責任及處理私人事務。

員工嘉許計劃

另一項新措施為員工嘉許計劃，獎項包括長期服務獎、退休紀念獎和主席嘉許獎。計劃目的是為了表揚平機會員工的竭誠服務、貢獻及卓越成就。

Occupational Safety and Health

The EOC cares about employees' occupational health and safety. To ensure that the working environment is free from potential hazards after the relocation of the EOC office to Wong Chuk Hang, Occupational Safety Officers from the Labour Department were invited to conduct an inspection in July 2019. The inspection found no breaches of any requirements under the Occupational Safety and Health Ordinance. Nonetheless, the EOC has been conducting its own internal inspections regularly since then. Display screen equipment (DSE) assessments by qualified staff assessors are also conducted at intervals to minimise possible occupational risk.

To increase staff members' knowledge of occupational health, a talk on Occupational Health for Office Workers by nursing staff of the Labour Department was held in October 2019.

Quarter-day Leave

On 1 January 2020, the EOC introduced a new family-friendly measure — the quarter-day vacation leave arrangement. The new policy allows staff members to have greater flexibility in leave-taking, which is conducive to fulfilling family responsibilities and managing personal matters.

Employee Recognition Scheme

Another new initiative was the Employee Recognition Scheme, which comprises the Long Service Award, the Retirement Award and the Chairperson's Award. The Scheme serves to recognise the dedicated service, contributions and exemplary accomplishments of the EOC staff members.



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義工活動

平機會大力支持員工參與義工活動。其中一項定期舉辦的義工活動，是探訪基督教靈實協會轄下的恩光學校的學生，並帶他們外遊。於2019/20年度，數名平機會職員因參與義工活動而獲該校頒發嘉許狀。

平機會亦參加了非政府組織舉辦的不同籌款活動，例如香港傷殘青年協會及基督教靈實協會的曲奇義賣；護苗基金、地中海貧血兒童基金及風雨蘭的賣旗活動；CareER的慈善跑以及香港復康會的體驗競技日。其他有意義的活動包括愛培自閉症基金關注自閉症大行動2019、公益行善「折」食日和奧比斯世界視覺日。此外，平機會更加是盲人觀星傷健營的長期支持者，這項義工活動旨在推廣傷健共融。

環保措施

平機會實行多項措施，致力減廢和保護環境。除了支持「無冷氣夜2019」外，平機會亦舉行了一場有關環保意識的午餐分享會，旨在提高員工對環境保護與保育重要性的認識。

Volunteering Activities

The EOC strongly supports employees to participate in volunteering. Among the EOC's regular volunteering activities were visits and outings with students at the Sunnyside School of the Haven of Hope Christian Service. In 2019/20, a number of EOC staff members received certificates from the School for their volunteer work.

The EOC also took part in various fundraising activities of NGOs, such as cookies-selling by Hong Kong Federation of Handicapped Youth and Haven of Hope Christian Service, flag-selling by The End Child Sexual Abuse Foundation, Children's Thalassaemia Foundation and RainLily, a charity run by CareER and an experiential race by The Hong Kong Society for Rehabilitation. Other meaningful initiatives included Autism Partnership Foundation Autism Awareness Actions 2019, the Community Chest Skip Lunch Day and ORBIS World Sight Day. In particular, the EOC is a long-term supporter of the "Stargaze Camp for All and the Blind", a volunteer movement aiming to promote inclusiveness and integration of people with disabilities into society.

Environmental Protection Measures

The EOC implements various measures to reduce waste and conserve the environment. In addition to supporting the "No Air-Con Night 2019", a lunch-and-learn session on environmental consciousness was organised for staff members to raise their awareness of the importance of environmental protection and conservation.

